

City of Roswell Planning & Zoning Commission Agenda



Tuesday, April 25, 2017 at 6:00 PM
Bassett Auditorium, Roswell Museum and Art Center
100 West 11th Street

Chair: Ralph Brown, Vice Chair: Riley Armstrong
Members: Toby Gross, Shirley Childress, David Storey,
Kent Taylor, Jesse McDaniel
Current Planning Administrator: Merideth Hildreth, AICP
Planning & Zoning Technician: Miguel Martinez
Planning Manager: William Morris, AICP, CZO
Planning & Engineering Director, Louis Najar, P.E.

- A. Call to Order
- B. Roll-Call
- C. Swearing In
- D. Approval of the Agenda
- E. Approval of the March 28, 2017 Minutes
- F. Public Hearing Items

CASE 17-007 SUP: A Request for Special Use Permit for the two properties south of 612 W College (to be addressed 1311 and 1313 N Washington Avenue) to establish a home on one or both of these properties for transitional housing for unrelated persons; Legal Description: Subd: WEST SIDE Block: 1 Lot: 13 Quarter: NE S: 32 T: 10S R: 24E BK: 72 PG: 649 AND Lot: 14 Quarter: NE S: 32 T: 10S R: 24E BK: 263 PG: 343 (Owner: Salvation Army) **EXHIBITS:** (A) Application; (B) Staff Summary; (C) Letter Notifying Surrounding Property Owners; (D) Chaves County Assessor's Map Identifying Properties with the Notification Area; (E) List of Property Owners Notified

- G. Other Business
- H. Public Comments
- I. Adjourn

Notice of this meeting has been given to the public in compliance with Sections 10-15-1 through 10-15-4 NMSA 1978 and Resolution 16-69.

NOTICE OF POTENTIAL QUORUM – A quorum of the City Council may or may not attend, but there will not be debate by the City Council. The Council, acting as attendees to an informational presentation, will not be discussing public business and no action will be taken.

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact Human Resources at 575-624-6700 at least one week prior to the meeting or as soon as possible. Public documents including the agenda and minutes can be provided in various accessible formats. Please contact the City Clerk at 575-624-6700 if a summary or other type of accessible format is needed.

Printed and posted: April 19, 2017



DRAFT FOR APPROVAL **P&Z MEETING MINUTES**

Tuesday, March 28, 2017 - 6:00 PM

Roswell Planning & Zoning Commission

Bassett Auditorium, Roswell Museum and Art Center
100 West 11th Street

Chair: Ralph Brown, Vice Chair: Riley Armstrong
Members: Shirley Childress, Toby Gross, David Storey,
Kent Taylor, Jessie McDaniel

Planning Staff: Merideth Hildreth, AICP
Miguel Martinez
William Morris, AICP, CZO
Louis Najar, PE

Notice of this meeting was given to the public in compliance with Sections 10-15-1 through 10-15-4, NMSA 1978 and City of Roswell, NM Resolution 16-69.

A. CALL TO ORDER AND WELCOME – Chair Ralph Brown

A regular meeting of the Planning & Zoning Commission was called to order at approximately 6:00 p.m. by Chair Brown with the following members present:

B. ROLL-CALL

Ralph Brown (Chair)	PRESENT
Riley Armstrong (Vice Chair)	PRESENT
Toby Gross	PRESENT
Shirley Childress	PRESENT
David Storey	PRESENT
Kent Taylor	PRESENT
Jesse McDaniel	PRESENT

Staff Members Present: Merideth Hildreth, AICP, Current Planning Administrator; Miguel Martinez, Planning & Zoning Technician; William Morris, AICP, CZO, Planning Manager; Louis Najar, P.E., Director of Planning & Engineering & Interim City Manager

Audience Members Present who Signed In:

Richard Madison and Julio C. Mojica.

C. SWEARING IN: Chair Brown swore in staff and members of the audience.

D. APPROVAL OF THE AGENDA

MOTION to Approve the Agenda as Presented by Commissioner Storey.

Second by Commissioner Childress.

The motion passed by a voice vote of seven to zero.

E. MINUTES: Consider approval of the February 28, 2017 minutes.

MOTION to Approve the February 28, 2017 Minutes as Presented by Commissioner Childress.

Second by Commissioner Storey.

The motion passed by a voice vote of seven to zero.

F. ACTION ITEMS (PUBLIC HEARING ITEMS):

- 1. CASE 17-005 VAR: A Request for Side Yard, Rear Yard, Rear Yard Coverage, and Height Variances for Conversion of Existing Structure into the Primary Residence taking into Consideration Future Additions and/or Porches;** Legal Description: Subd: ALLISON REDIV Block: 2 Lot: 9 Quarter: SW S: 29 T: 10S R: 24E BK: 649 PG: 379 WDJT (Owner: Julio Mojica and Yanet Mojica) **EXHIBITS:** (A) Application; (B) Staff Summary; (C) Letter Notifying Surrounding Property Owners; (D) Chaves County Assessor's Map Identifying Properties with the Notification Area; (E) List of Property Owners Notified

Motion to Waive the Reading of the Land Use and Zoning Considerations and Finding of Facts with Respect to Case 17-005 by Commissioner Armstrong.

Second by Commissioner Gross.

The motion passed by a voice vote of seven to zero.

Chair Brown: Is there anyone wishing to speak in favor of 17-005?

Julio Cesar Mojica – owner of the property. Mr. Mojica requested to convert the existing structure into a residential structure and consideration of future additions.

Richard Madison: Resides at 3109 Chapparral Road and represents BMR properties and own the vacant land across the alley on the Union side of the block and indicated he is in favor of Mr. Mojica's project.

Mr. Madison raised a concern about the alley that goes behind his house and between the properties. The 15' wide alley, makes it difficult for garbage trucks and it looks like big dumpsters in the alley have been removed. Mr. Madison suggested setbacks of 5' or so to put dumpsters in the alley when looking at variance applications. Everyone has put a fence right on the line and people can't be asked to move a fence already installed.

Chair Brown: Is there anyone wishing to speak against 17-005?

None spoke.

Mr. Morris: Mr. Morris commented on this development scenario as being an unusual configuration that has been in place a long time. There is a structure on the back property line and a small alley. The applicant's intent is to use what is there and through a building permit make it consistent with the International Building Code. The plat dates back to 1940 when the fifteen foot alley was instituted. The water meter was established in 1970. Mr. Morris agrees a fifteen foot alley is narrow. Newer areas of development without alleys have ninety (90) gallon containers rolled out to front.

Commissioner Armstrong: Expressed concern about the alley, and that the trash will probably be picked up on the street side like in newer areas. An easement cannot be changed there.

Mr. Najjar: Suggested a solution that property owners on each side of the alley donate feet for the alley.

Commissioner McDaniel. Asked if there be two houses or just one.

Mr. Mojica: The structure was built there when I bought the property. Wants to possibly make an addition on the front.

Mr. Najjar: There is only one structure at this time. For whatever reason there was an accessory built solely on this property.

Ms. Hildreth: Wanted to let the Commission know that the Zoning Office received one phone call concern would be used as a rental.

MOTION – 17-005 VAR

Commissioner Storey made a motion to approve Case 17-005 a variance request taking into consideration the finding of facts, the information presented tonight and the testimony we received.

Second by Commissioner McDaniel.

The motion passed by a voice vote of seven to zero.

2. CASE 17-006 ZOC: A Request for Change in Zoning from R-3 to C-4 for Properties in the 100 Block of N Missouri Ave; Legal

Description: Subd: WEST SIDE Block 18: Lots 8 AND: -Lot: 9 (Montgomery/Owner) Lot: 10 (Myall & Beverage/Owners) Lot: 11 (Taylor Investments/Owner) S: 5 T: 11S R: 24E **EXHIBITS:** (A) Application; (B) Staff Summary; (C) Letter Notifying Surrounding Property Owners; (D) Chaves County Assessor's Map Identifying Properties with the Notification Area; (E) List of Property Owners Notified

Motion was made to Waive the Reading of the Land Use and Zoning Considerations and Finding of Facts and other relevant materials with related to Case 17-006 by Commissioner Armstrong.

Second by Commissioner Gross.

The motion passed by a voice vote of seven to zero.

Chair Brown: Is there anyone wishing to speak in favor of 17-006?

Mr. Najar: The applicant is the City of Roswell. Testifying as the Director of Planning and Engineering, this is a good zone change to promote economic development in the City. I commend Merideth and Staff for bringing this to zoning. Mr. Najar indicated he is in favor of this and hopes to get some business across from the vitamin shop.

Chair Brown: Is there anyone wishing to speak against 17-006?

None spoke

Mr. Morris: This is a situation with a thin commercial corridor running east west, to make it more consistent within this one block to help with potential business development in this area. There will be some other areas we will bring forward over time.

Commissioner Storey: From the aerial photos, it looks like there are two structures on those four (4) lots.

Commissioner Armstrong: One was Dr. Montgomery's office and it is vacant, he has moved.

Ms. Hildreth: The other structure is a house.

Commissioner Storey: Raised the question of who owns the lots.

Mr. Morris: Lots are owned by private sector folks. There is commercial on one side of the street, commercial to the north, and an existing office structure used for a long time. There is just the one piece missing which is an old house that could easily be converted.

Commissioner Storey: Asked why the City is proposing the zone change.

Mr. Najjar: We've had some nibbles. There are examples of conversions of houses to attorney's offices and beauty salons. If we change the zoning there, we may have some bites. The City is taking action to rezone these properties to make the whole block commercial. They are not against it and the City is paying for the zone change.

Mr. Morris: This is correcting a development pattern to encourage certain things in some areas and discourage things in other areas. This will establish a pattern to encourage business in certain areas and protect residential areas from commercial incursions that are not appropriate. Re-Zoning is an issue we deal with on a regular basis. This is our first step doing this. There will be other cases we will find should have been done long ago.

Chair Brown: Indicated he has no way to know that the owner was notified other than verbal comments from the staff.

Mr. Najjar: We can get letters of concurrence.

Ms. Hildreth: Staff has placed several unanswered calls to the owner of the residence on the block. Staff sent certified letters to all property owners.

Mr. Morris: In the future, Staff will include all those letters as part of the record.

MOTION – 17-006 ZOC

Commissioner Gross made a motion to approve Case 17-006 based on the testimony given before us today with the finding of facts and conclusions of law.

Second by Commissioner Armstrong.

The motion passed by a voice vote of seven to zero.

3. Text Amendment: Multi-Generational Housing

Mr. Morris: We brought these in a draft form at the last meeting. This one is about accessory housing units to allow family members to stay close to a family group. These are sometimes called Granny Flats or accessory housing units. Limit them to 400 square feet and comply with the building code. Our concern has not been the creation of these units, but what happens to these units with the occupant no longer needs it. What typically happens, these become rental units when no longer needed by the family member. The text amendment proposes review every five years and substantiate the unit is being used for the reason originally approved. The County reviews accessory residential units every three years. In a lot of ways this is an old concept.

Commissioner Storey: What happens when the unit is no longer used?

Mr. Morris: We are looking at the electrical service or water meter. Maybe an additional water meter installed could be capped off to the back unit when no longer used as family unit.

Commissioner Gross: Back in the day, some units had half addresses. If units have separate addresses, they can have separate services.

Commissioner McDaniel: Mentioned observing where service has been jumped across from the primary structure (to an accessory structure). He wanted to understand the reasoning behind preventing them from turning into rental properties.

Mr. Morris: Especially in single family residential areas, there is an expectation that a certain amount of activity will occur.

Commissioner McDaniel: He mentioned the scenario where people with a house rent out two or three bedrooms to a traveling nurse or fireman, there is increased traffic. Speaking as a landlord, people are desperate to find reasonably priced housing in reasonable areas. He doesn't personally see a problem with allowing the units to be used as rentals. It will be difficult to control this.

Chair Brown: As a Commissioner, it's important that R-1 remains R-1 unless there is a rezoning. It seems the County recently ruled against a property to remove a separate unit that was originally used as a second residence enforced by the County Commissioners.

Commissioner McDaniel: Questioned if a R-1 property with more than one unit could be rezoned.

Mr. Najjar: That would be Spot Zoning.

Mr. Morris: State Law states that municipalities must allow this and there must be a process to allow the accessory structures for family. The concern is how to make sure a neighborhood stays a neighborhood before going completely rental. The concern is that the accessory residential structure will become a rental. A single family with relatives in the back yard will possibly take care of the property differently than if there is a rental unit in the back yard.

Chair Brown: We would be recommending this to City Council with our approval.

Mr. Morris: Stated he wanted more comments now. It still has to go through the City's Legal Committee.

Chair Brown: Stated in favor of moving (the text amendment) forward.

Commissioner McDaniel: If a property owner had the intention to make it a rental, the property owner would probably want that unit to have its own service for power, gas, and water. One service for both could impede some conversions into rental.

MOTION – TEXT AMENDMENT FOR MULTI-GENERATIONAL HOUSING

Commissioner Armstrong made a motion to proceed forward with this particular Amendment to the Ordinance 17-XXX to move forward through the steps required.

Second by Commissioner McDaniel.

The motion passed by a voice vote of six to zero.
one opposed (Commissioner Gross).

4. Text Amendment: Lighting Standards

Mr. Morris: These are the lighting standards we talked about before, especially LEDs lighting issues. Mr. Morris spoke with some lighting contractors who have experience with LEDs and how they are different. It's a different lighting source than traditional lighting with some benefits and some impacts. Proposed last time to minimize lighting to 4,000 CCT (Correlated Color Temperature), light poles not to exceed twenty-five feet (25') in height, and keep them at ninety (90) degrees to prevent light from shining into other people's properties.

Commissioner Armstrong: This is being adopted all over the country.

Mr. Morris: There are different standards. We are finding new stuff about these. They are being used more across the board.

Commissioner Armstrong: What did the city do at the Convention Center's (new parking lot)?

Mr. Najar: (The parking lot lights are) LED with the temperature a little more than the 4,000 CCT and pointed downward at ninety (90) degrees to Night Skies regulations.

The American Medical Association has published information that when the lights are brighter than 4,000, the white or blue light is almost sunlight, it's not good at night for the human brain and human activity. A human has to have some sort of night. Remember when a car went under the old sodium street lights, what color was it (the vehicle)? You couldn't tell the color. With the 4000 CCT, you can tell the color of a vehicle, but it doesn't imitate sunlight or daytime conditions like the highest temperature and highest lumens. LEDS are cheaper to run than the sodium bulbs and halide bulbs.

Like Bill said, we are trying to get ahead of this issue (with this text amendment) and be responsible for Night Skies, and don't want it too bright because we will have neighbors complaining.

Commissioner McDaniel: I think the most important thing is the angle facing down.

Commissioner Gross: This is a good way to go.

MOTION – TEXT AMENDMENT LIGHTING STANDARDS

Commissioner Storey made a motion that our commission gives this a positive note to move on to City Council for the proposed ordinance text amendment for street lighting.

Second by Commissioner McDaniel.

The motion passed by a voice vote of seven to zero.

G. OTHER BUSINESS:

Mr. Morris: If anyone has any additional comments, information, recommendations before text amendments go to the Legal Committee, we welcome it.

Chair Brown: Until items go to City Council there will be discussions and changes made. Bill, you did a good job on getting the core and essence of it.

H. PUBLIC COMMENTS

Richard Madison, residing at 3109 Chaparral: Has anyone approached recycling the water at the splash pad?

Mr. Najar: We looked at recycling (water) and the cost and return versus what we are paying for water, and the rate of return wasn't there for recycling. Albuquerque has been recycling water at the zoo where bacteria was growing on play surfaces at the splash pad, and had to close it a couple of times. We decided not to recycle for safety and hygiene considerations and recycling takes much more maintenance.

Commissioner McDaniel: So this water goes straight to the sewer. Is there any way it could be used to water the park?

Mr. Najar: We didn't look at it that way. We looked at the cost, did our homework, checked with other splash pads, checked with other concrete surfaces. When we made the decision, we were thinking about the kids number one.

Commissioner Gross: Has the splash pad been opened a full year already?

Mr. Najar: We will be in the second year in May.

Mr. Najar: We will have a new City Manager, Joseph Neeb, from Spearfish, South Dakota, population 10,500.

There is an annual Council Retreat in April 7 and 8. He will fly in April 6. He has accepted the offer and the City is still working out the terms of the contract.

I. ADJOURN

The meeting adjourned at 6:54 p.m.

EXHIBIT A: APPLICATION FOR 17-007 SUP

City of Roswell Application for
Special Use Permit

P & Z CASE NO.

17-007

DATE:

4.25.2017

Located in Historic

District:

Yes ☒ No

Flood Zone:

☒

Type or Print in BLACK or BLUE ink only:

1. Major Nancy Dihle
on behalf of The Salvation Army a California Corporation

Property Owner's Name

Address 2707 E. Van Buren Street

City/State/Zip Phoenix, Arizona 85008

Phone # 602-267-4166

2. _____

Property Owner's Name

Address _____

City/ State/Zip _____

Phone # _____

James Ellis

Agent's Name

Address 2707 E. Van Buren Street

City/ State/Zip Phoenix, Arizona 85008

Phone # 602-267-4154

Current Zoning District: (Circle Appropriate District)

R-1 R-2 R-3 R-4 RMS RVP

C-1 C-2 C-3 C-4

I-1 I-2

S
P
E
C
I
A
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U
S
E

Physical Address and Legal Description of Proposed Property Area: (Lot/Block/Subdivision, Tract, Section-Township/Range)

1311 W. WASHINGTON, ROSWELL NEW MEXICO

1313 N Washington Ave

LOT 13 & 14, BLK 1 WESTSIDE

Reason for the Request: (Please attach extra sheet if necessary)

SPECIAL USE FOR NON-PROFIT BOARDING HOME UNDER Article 9 Residential Section 2 / B.4

Structure Size in Square Feet

_____ X _____ = _____ Sq. Ft.

Street Name(s) _____

Setback Requests for New Construction:

Front _____ ft. Side _____ ft. Rear _____ ft. St. Side _____ ft.

COMPREHENSIVE MASTER PLAN GENERAL DEVELOPMENT PLAN

☒ Residential _____ Commercial _____ Industrial _____ Public
_____ Park & Open Space _____ RS Overflight Area

DENSITY RESIDENTIAL:

_____ Low/ approx. 5 du/net acre ☒ Mid/ approx. 9 du/net acre
_____ High/ approx. 15 du/net acre

Quadrant of the City:

NW NE
SW SE

SHADED AREA FOR

STAFF ONLY

*Specifications are listed on the Instructional Sheet. All documentation and fees shall be required at the time this application is submitted, unless otherwise noted by Planning and Zoning Staff.***Application Fees are NON-REFUNDABLE.***By signing this document, I acknowledge that I have been informed of the dates, times, and locations of the meetings for the Planning and Zoning Commission and City Council and that I and/or my agent shall attend the meetings in order to fulfill the requirements of this application.*

-major Nancy Dihle on behalf of The Salvation Army a California Corporation

1. Property Owner's Signature

Agent's Signature

2. Property Owner's Signature

EXHIBIT B: STAFF SUMMARY FOR CASE 17-007 (SUP) Page 1 of 4
To be addressed as 1311 & 1313 North Washington Avenue



Roswell Planning & Zoning Commission
Tuesday, April 25, 2017
Bassett Auditorium, Roswell Museum and Art Center
100 West 11th Street

**APPLICATION: CASE 17-007 (SUP): Special Use Permit for
Non-Profit Boarding home under Article 9 Residential Section 2.B.4**

- I. Legal Description:** Subd: WEST SIDE Block: 1 Lot: 13 Quarter: NE S: 32 T: 10S R: 24E BK: 72 PG: 649 AND Lot: 14 Quarter: NE S: 32 T: 10S R: 24E BK: 263 PG: 343 to be addressed as 1311 & 1313 North Washington Avenue

Owner: Major Nancy Dihle on behalf of The Salvation Army California Corporation

Agent: James Ellis – Divisional Property Coordinator on behalf of The Salvation Army

- II. Site Address:** To be addressed as 1311 & 1313 North Washington Avenue

Request: Request for Special Use Permit to establish a home on one or both of these properties for transitional housing for unrelated persons

- II. Site data:**

Site Area: Lot 14: 8,040± square feet; Lot 13: 8,040± square feet

UPC: 4135061294030000000 & 4135061294035000000

Existing Land Use: Vacant

Proposed Land Use: Single family dwelling for transitional housing for unrelated persons

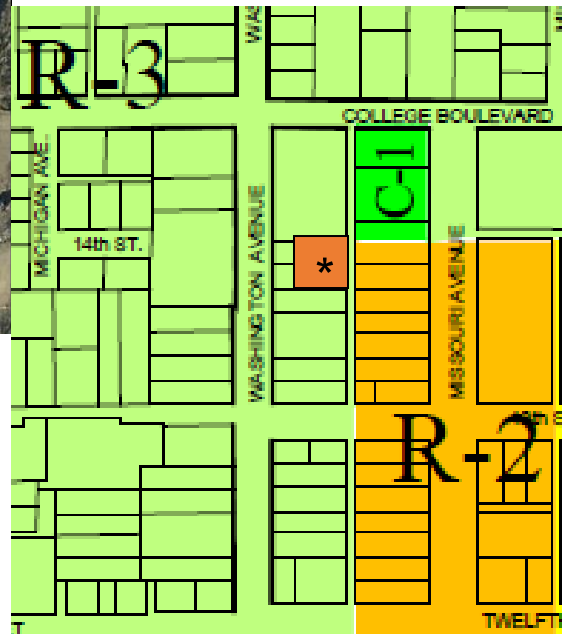
Existing Zoning: R-3

Table 1: Adjacent Existing Land Use and Zoning		
Direction:	Land Use:	Zoning:
North	Single Family Residential	R-3
South	Single Family Residential	R-3
East	Single Family Residential	R-2
West	Single Family Residential	R-3

EXHIBIT B: STAFF SUMMARY FOR CASE 17-007 (SUP) Page 2 of 4
To be addressed as 1311 & 1313 North Washington Avenue



Chaves County Assessor's Map
CASE 17-007 (SUP)



Zoning Map
CASE 17-007 (SUP)



EXHIBIT B: STAFF SUMMARY FOR CASE 17-007 (SUP) Page 3 of 4
To be addressed as 1311 & 1313 North Washington Avenue

III. Intent of Petition:

The applicant is requesting a Special Use Permit to establish non-profit transitional housing for unrelated persons in an R-3 zone.

IV. Land Use and Zoning Considerations:

1. These interior lot properties, located at 1311 & 1313 N Washington Ave, are vacant lots within the R-3 Residential Zoning District.
2. This property abuts an alley on the east side. This alley separates R-3 fronting on Washington Ave from R-2 fronting Missouri Ave. The property abuts an R-3 residential lot on the south side. R-3 residential lots front on the west side of Washington Ave.
3. City of Roswell Zoning Ordinance ARTICLE 9: R-3 RESIDENTIAL DISTRICT states the following: "This district is intended for medium density residential uses provided through a variety of housing types and other non-residential uses that are compatible with the surrounding area and which uphold and maintain the medium density residential district. Multi-family dwellings in excess of two (2) story structures are not permitted. A six foot (6') screen fence shall be required along for religious assemblies, multiple family dwellings, assisted living homes, group homes, etc., and/or any Special Use (Section 2.B.), along all property lines abutting single family residential dwellings."
4. This use is permitted in R-3 with a Special Use Permit per **Article 9: R-3 Residential District; Section 2: Special Uses; B.2: Boarding homes, lodging homes or hostels.**
5. The applicant intends to develop a four (4) bedroom single-family dwelling unit on lot 13 and possibly a separate four (4) bedroom single-family dwelling on lot 14.
6. These lots are owned by the Salvation Army and are contiguous to their administrative office.

V. Findings of Fact (Conclusions of Law):

1. A notice of the time and place of the public hearing for this case was published in the Roswell Daily Record at least fifteen (15) days prior to the date of this hearing.
2. Notification of the public hearing was mailed via certified mail with return receipt requested to property owners of record, as shown by the Chaves County Assessor, with lots or land within one-hundred (100) feet of the area under consideration, excluding public rights-of-way.

EXHIBIT B: STAFF SUMMARY FOR CASE 17-007 (SUP) Page 4 of 4
To be addressed as 1311 & 1313 North Washington Avenue

3. This agenda which includes this case has been posted at City Hall and on the City of Roswell's website for over seventy-two (72) hours as required by State of New Mexico law for a public hearing.
4. As of the time of this writing, there have been zero (0) written and zero (0) verbal protest received by the Planning & Zoning Office. The property owner of Lot 12, south of and adjacent to Lot 12, is requesting to see a boundary survey due to concerns about the location of the property line.

VI. Staff Recommendation:

Based on the Land Use and Zoning Considerations stated above, Staff recommends approval of this application to allow a Special Use Permit to establish a single family dwelling for transitional housing for unrelated persons with the following conditions:

- 1) Each dwelling unit install four (4) hard surface spaces of off-street parking;
- 2) Install a six foot tall solid perimeter fence on the rear property line and along the north and south side yards from the rear fence to a point twenty feet (20') from the front property line, and install a four foot (4') tall fence on the north and south property lines from the front property line to where the six foot (6') tall fence begins.
- 3) The Salvation Army conduct on-site monitoring of the properties and activities conducted on the properties.

VII. Action by the Planning & Zoning Commission:

The Planning and Zoning Commission shall make a motion to approve or deny this application based on these Findings of Fact, information provided in the Staff Summary and packet, testimony and material introduced at the hearing with or without specifying conditions.

EXHIBIT C: LETTER NOTIFYING SURROUNDING PROPERTY OWNERS FOR CASE 17-007 (SUP)
LETTER SENT VIA CERTIFIED MAIL ON APRIL 5, 2017 TO SURROUNDING PROPERTY OWNERS

City of Roswell
Planning & Engineering Department
Planning & Zoning Office
PO Box 1838
Roswell, NM 88202-1838
Telephone: (575)637-6294 Fax: (575) 637.6277



APRIL 5, 2017
RE: PUBLIC HEARING NOTICE for ZONING CASE 17-007 SUP
Application for Special Use Permit

You have received this notice via certified mail because Chaves County Assessor information indicates you are a property owner of record within 100 feet of **Planning & Zoning Case 17-007 SUP**. The Applicant in this case is requesting a Special Use Permit for the two properties south of 612 West College to establish a home on one or both of these properties for transitional housing for unrelated persons. The applicant requires a Special Use Permit in order to establish a home on one or both of these properties for Boarding or Lodging Homes per City of Roswell New Mexico's Zoning Ordinance Number 15-09 Amended July 9, 2015, Article 9: R-3 Residential District, Section 2: Use Regulations B Special Uses. 4: Boarding homes, lodging homes, or hostels.

PROPERTY LOCATION: The two lots located south of 612 West College; Lots will be addressed as 1311 and 1313 N Washington Avenue.

LEGAL DESCRIPTION: Subd: WEST SIDE Block: 1 Lot: 13 Quarter: NE S: 32 T: 10S R: 24E BK: 72 PG: 649 AND Lot: 14 Quarter: NE S: 32 T: 10S R: 24E BK: 263 PG: 343

PROPERTY OWNERS: Salvation Army
APPLICANT: City of Roswell
CURRENT ZONING DISTRICT: R-3

The City of Roswell Planning and Zoning Commission will hear public comments on the above case on **TUESDAY, APRIL 25, 2017 at 6:00 p.m.**, in the **Bassett Auditorium at the Roswell Museum and Art Center, located at 100 West 11th Street**. You are entitled, although not obligated, to comment either in writing to our office or in person at the hearing.

To be considered, written protests must be submitted to the Planning and Zoning Office no later than noon on the working day prior to the Planning and Zoning Commission meeting. Providing written input to the Planning and Zoning Office at least ten days prior to the hearing will allow your concerns to be addressed in the Staff Report. Written comments may be delivered to the Planning & Zoning Office at 415 North Richardson Avenue, or mailed to: *City of Roswell, Zoning Administrator, PO BOX 1838, Roswell, NM 88202-1838, or via email to m.martinez@roswell-nm.gov.*

The information packet for this zoning case will be available after 1:00 p.m., on **Wednesday, April 19, 2017**. You may inspect the information packet in detail at the Planning & Zoning Office located on the first floor of City Hall Annex at 415 North Richardson Avenue. The P&Z Packet may be viewed online at www.roswell-nm.gov. Copies of the information packet may be obtained from the Planning and Zoning Office at a cost of 35 cents per sheet.

The City's Zoning Ordinance is available online at: <http://roswell-nm.gov/DocumentCenter/View/768>

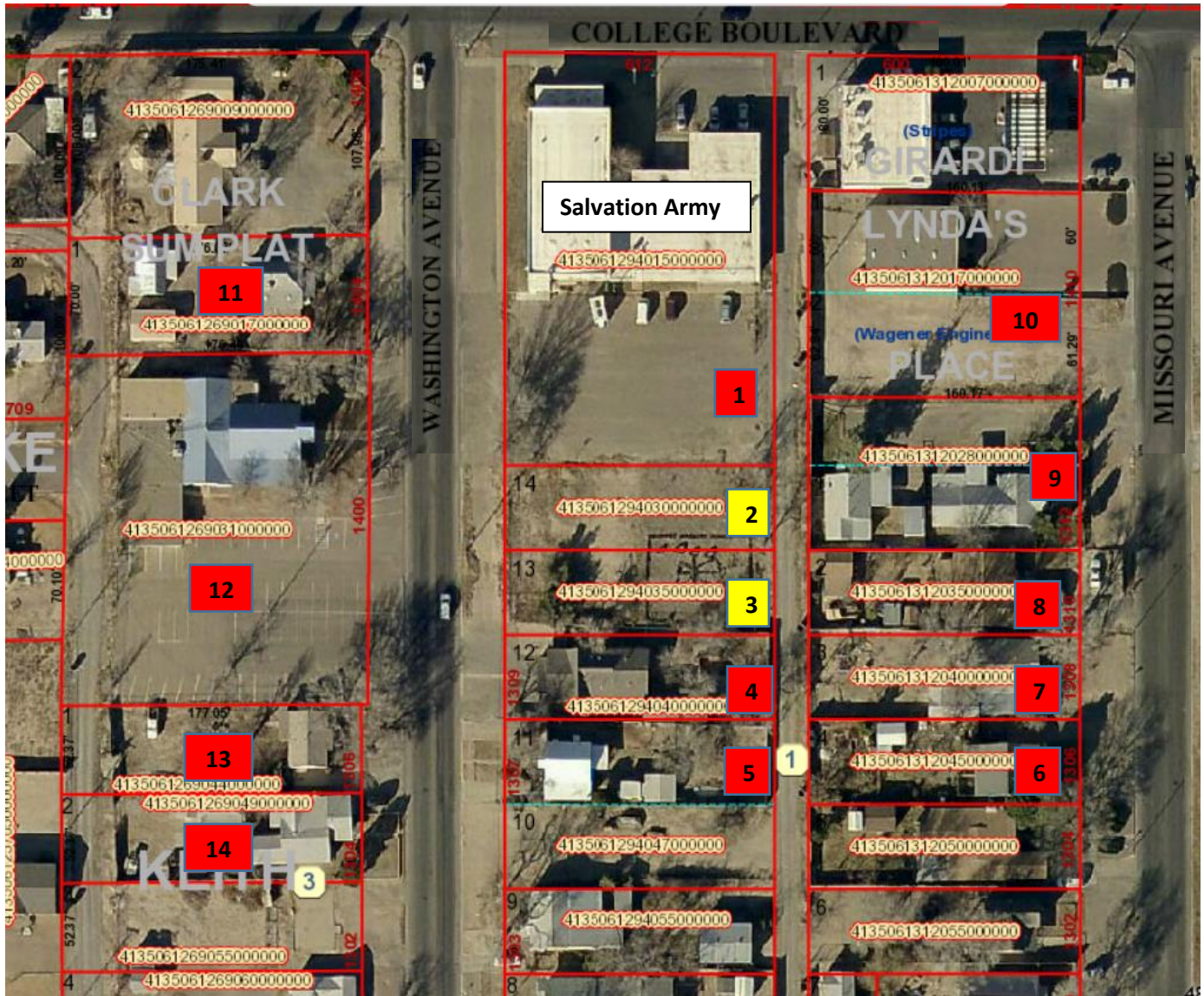
If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact Human Resources at 575-624-6700 at least one week prior to the meeting or as soon as possible. Public documents including the agenda and minutes can be provided in various accessible formats. Please contact the City Clerk at 575-624-6700 if a summary or other type of accessible format is needed.

Respectfully,

Miguel Martinez
Planning & Zoning Technician

(Area Map on Reverse Side ➔)

**EXHIBIT D: CASE 17-007 (SUP) – CHAVES COUNTY ASSESSOR'S MAP
IDENTIFYING PROPERTY UNDER CONSIDERATION FOR ZONE CHANGE
(Subd: WEST SIDE Block: 1 Lots: 13 & 14 to be addressed as 1311 & 1313 North Washington Avenue)
AND PROPERTIES WITHIN NOTIFICATION AREA**



PROPERTIES UNDER CONSIDERATION



PROPERTIES WITHIN NOTIFICATION AREA



EXHIBIT C 17-007 SUP: LIST OF OWNERS NOTIFIED

- | | |
|--|---|
| 1. 2. & 3. SALVATION ARMY
PO BOX 897
ROSWELL, NM 88202 | 12. WASHINGTON AVE BAPTIST CHURCH
PO BOX 1875
ROSWELL, NM 88202 |
| 4. ANDAZOLA, MARY B
1309 N WASHINGTON AVE
ROSWELL, NM 88201 | 13. BARROWS, BARBARA DOLORES
PO BOX 201
ROSWELL, NM 88202 |
| 5. BELL, LEE ROY
1307 N WASHINGTON AVE
ROSWELL, NM 88201 | 14. CHEEK, GEORGIA
1304 N WASHINGTON AVE
ROSWELL, NM 88201 |
| 6. STOCK, CHRISTINA E
1306 N MISSOURI AVE
ROSWELL, NM 88201 | |
| 7. MCCLAIN, JEREMIAH; CHRYSTAL
1308 N MISSOURI AVE
ROSWELL, NM 88201 | |
| 8. WOSTAL, JOHN ALLEN
1310 N MISSOURI AVE
ROSWELL, NM 88201 | |
| 9. MATTHEWS, THOMAS D
1312 N MISSOURI AVE
ROSWELL, NM 88201 | |
| 10. WAGENER, TODD P; LYND A J
2904 N LEA AVE
ROSWELL, NM 88201 | |
| 11. MILLER, VIRGINIA GUTIERREZ;
HOLLOWAY, DEBORAH
1406 N WASHINGTON AVE
ROSWELL, NM 88201 | |